OKANOGAN COUNTY JAIL RULES AND REGULATION MANUAL

REVISED 02/21/25

INTRODUCTION

While you are in Jail, you are responsible to read and obey the following list of Standards of Conduct. All Inmates, regardless of commitment or circumstance are subject to the laws of the State of Washington and the rules of this facility.

Any request or order from Corrections Staff is to be obeyed whether specifically addressed in this manual or not. Orders or requests from Staff that you believe to be unreasonable or incorrect must be followed and may be addressed or grieved at a later time.

JAIL HOURS

Jail day hours will be from 0500 to 2100 each day. During that period the lights in all modules will remain on and inmates will be allowed access to the Day Area of their unit unless segregation measures are in effect. From 2100 to 0500 each night non-security lights will be off. All inmates in lockdown units will be locked down from 2300 to 0500 each night. The TVs will be turned off between 2300 and 0500 each night.

CALL BOX (JAIL INTERCOM)

Okanogan County Jail is equipped with an intercom system between Booking and each of the housing unit. The intercom is activated by pushing a button near the door of each living unit. **Use of the intercom is to be limited to emergencies and immediate needs only.** It is not to be used to ask for recreation, commissary balances, information about court times, visitor information, toilet paper, etc. Abuse of the intercom by members of a housing unit may result in disciplinary action taken against the entire unit.

EMERGENCIES

Inmates are **required** to notify staff and assist as requested in the event of an emergency in their module. Use the call button to notify Staff of an emergency and stand by to provide information when or if requested.

KITE SYSTEM

KITES or Inmate Requests are made through the Paytel Tablets. Kites are to be used to request services, materials, or attention to matters involving an Inmate's incarceration. Write only one request per kite.

SICK CALL

Sick call is held three times a week in the Okanogan County Jail. The days are normally Tuesday, Wednesday, and Friday. Each Inmate is responsible to fill out a ~~Yellow~~ Kite requesting to see the doctor with the reason for the request included if they desire to see the doctor. Each Inmate is financially responsible for any medical attention received including the cost of medications; however, **no Inmate will ever be denied Medical Attention due to an inability to pay.**

TELEPHONES

There is at least one phone located in each housing unit. All phone calls out of the Jail will be collect or by the purchase of phone time via the commissary system. All remaining funds left on the phone at the time of release will automatically be returned to the Inmate's commissary account and then released back to the Inmate in the form of a debit card (less any debt owed).

The phone at Booking will only be used by Inmates for confirmed emergencies. Only a Sergeant may authorize an Inmate the ability to use the Booking phone.

ATTORNEY COMMUNICATIONS

Calls to Attorneys may be made by placing collect calls or at an Attorney's request the phones may be set up for free calls. The Okanogan County Public Defenders may be reached direct at 422-9701. Any written communication directed to an Inmate's attorney must be sent through the mail and will not be delivered by Jail Staff. These letters will be sent regardless of if the Inmate has Jail "Indigent Stamps" remaining for the week.

BAIL BONDS

Phone numbers for approved Bail Bonding agencies are listed on the last page of this manual.

VISITING

All normal visiting will be by video visit. This can be done by using the Paytel monitor located in each module or by using the Paytel Tablet. Paytel Tablets will be issued once daily and picked up once daily. Each inmate is responsible for their issued tablet and they will be charged for any damage done to their issued tablet.

Any nudity by the visitor will result in loss of visitation privileges for that visitor. Reoccurrences by the same Inmate may result in loss of video privileges for that Inmate as well. There are 2 Paytel monitors in the jail lobby to provide visitation access for those who do not have access to a computer. Lobby monitors are free but you must complete the registration process and schedule their use.

The Jail will be closed for visiting from 0500-0600 hours, 1100-1200 hours, and 1600-1700 hours for meal times. Jail Visiting will also be closed from 2300-0500 hours during lockdown times.

Clergy will be allowed Religious Visitations at any time the Jail is not closed. Attorneys, Officers of the Courts, and Law Enforcement Officers may visit at any time, with the exception of meal times.

MEALS

Meals will be served at the following approximate times;

Breakfast	Approx. 0500 hrs.
Lunch	Approx. 1100 hrs.
Dinner	Approx. 1600 hrs.

It is each Inmate's responsibility to be awake and accept your meal. Failure to do so will result in forfeiting your opportunity to eat until the next meal. All Inmates are required to be in their Jail Issued uniform to receive a tray. Each Inmate is responsible for scraping his / her tray clean into the garbage and placing it in the proper place near the door when done eating.

- **RECREATION**

  All Inmates of Okanogan County Jail will be offered at least 3 hours of recreation a week on a schedule set by the Jail. Outdoor recreation is available on a seasonal basis. Monday's recreation will be scheduled on a first come first serve basis. The rest of the week's schedule will be as follows (subject to change if it is necessary to change the housing of inmate workers that are currently housed in M Module):

Sunday –	Tuesday –	Wednesday –	Thursday –	Friday –	Saturday
F	A	F	A	F	A
G	B	G	B	G	B
H	C	H	C	H	C
I	D	I	D	I	D
J	E	J	E	J	E
K	L	K	L	K	L
M	M	M	M	M	M

- **MAIL**

  Outgoing Mail is collected and sent out on a daily basis according to the daily collection schedule established by the United States Postal Service. Incoming mail shall be sent to Okanogan County Jail, WA. (Inmate name and ID number. Facility ID Number:5240. PO Box 18247 Greensboro, NC 27419. NO cash, personal checks , or money orders shall be mailed to the mail processing center.

  Money Orders and Legal mail should be sent to the Okanogan County Jail, 149 N. 4th Ave. Okanogan, WA 98840. Money Orders with letters enclosed will be returned to sender. Outgoing non-legal mail is subject to being opened at random for the safety and security of the facility, Staff and Inmates. Each Inmate is allowed to mail 5 free letters a week. These 5 free letters will count both legal and regular mail. All mail leaving Okanogan County Jail must have the following return address:

  Inmate Name
  Okanogan County Jail
  149 N. 4th ST.
  Okanogan, WA
  98840

MAIL CONT.

Incoming mail may be denied for the following reasons;

- Correspondence to anyone except the inmate whose name is on the envelope.
- Mail that threatens the safety or security of the facility.
- Any mail that may be susceptible to introduction of contraband.
- Mail marked as legal mail that is not legal mail.
- Any mail with unauthorized items (stickers, padded cards, layered, laminated, photos that can be separated, musical devices, etc..)
-Inmate to Inmate correspondence.
- Mail that violates any court order or Jail Non-communication order.
- Mail that contains sexually explicit material.
- Material that is considered contraband (e.g. periodicals or nickel ads).
- Negotiable instruments.
- Electronic items or batteries.
- Polaroid type photographs.
- Any currency other than Money Orders.
- Any item deemed Contraband by the facility.
- Any item not on the approved property list.

If your mail is denied or withheld for any reason you will receive written documentation outlining why the mail was refused or withheld.

PROPERTY

Inmates booked into Okanogan County Jail will be allowed to retain their personal property, but will be limited to what will fit into an OCJ property bag. Inmates will be allowed a one-time release of property during the first 7 days of their incarceration. After that time no property will be allowed to be released until the Inmate is released from custody. Legal paperwork, car keys, debit cards, and money (unless monies are owed for medical, pharmacy, or fees) are excluded from this time limit.

APPROVED PROPERTY ALLOWED

- Inmates may receive the following items in the **MAIL**:
- Legal paperwork.
- Religious materials (paperback only).
- Paperback books, Magazines, Newspapers, Puzzle books, Puzzles and Mail Envelopes, Stamps, and writing paper (all must come from third party vendor).
- Money Orders (must be **completely** filled out and addressed to the Inmate).
- Approved clothing (Socks, underwear and white sleeved T-shirts, plus white thermal underwear, all of which must be sent from a third-party vendor e.g. Walmart or Amazon) **No more than 6 pairs of any of the above per inmate allowed.**
- Puzzles and approved card games from a third-party vendor. No board games will be accepted.

NO OTHER PROPERTY WILL BE ACCEPTED IN THE MAIL

Visitors may leave the following items in the **LOBBY**:

- Prescription Medications (Must be in the original prescription bottle).
- Religious Material (paperback only).
- Legal paperwork.

NO OTHER PROPERTY WILL BE ACCEPTED IN THE LOBBY

All items possessed by Okanogan County Jail Inmates must fit in one blue property tub provided to each inmate with lid on including linen and clothing, but not mattress. Property in any form is not allowed to be passed from one Inmate to another in separate housing units AT ANY TIME.

INMATE MONEY

Each inmate will have a money account opened in his name at the time of booking. All U.S. currency in an Inmate's possession will be deposited into his or her account. Any form of money is considered contraband within the Jail and should not be in an Inmate's possession. Money found in an Inmate's possession will constitute a minor infraction, be seized, and be placed on his / her account.

Money can be added to an Inmate's account at the lobby using the Inmate kiosk, via the website associated with the kiosk, by phone, or through the mail in the form of money orders, cashier's checks, and government issued checks.

Inmates receiving money in the mail will be given the option with money orders or cashier's checks of adding them to their books or returning them to the sender. You will not have the option to place checks on your property unless it was in your possession prior to booking. Checks from Tribal governments will not be deposited or placed in an inmates property. They will be returned to sender.

Any currency other than U. S. will be documented and placed into the Inmate's property bag. U.S. currency can be used to purchase items from commissary, pay bail, buy phone time, or be released to someone on the outside. Medical expenses incurred during incarceration and booking fees may be automatically deducted from your account.

An Inmate must be free from incarceration of this facility for at least 30 days before money from any current Inmate can be released to them.

Upon release the Inmate's money account will be closed, all remaining monies used for phone time will automatically be returned, any remaining debts will be collected from the balance, and the Inmate will receive a debit card with any remaining funds on it.

INMATE SANITARY PRACTICES

Adopt good habits and practices which ensure good hygiene and acceptable interaction with fellow Inmates. The following suggested practices will help you to achieve this. Officers may require you to comply with any of these practices if you fail to do this of your own accord.

-Keep your living area clean at all times.
-Shower at least every other day. Daily showering is encouraged.
-Fingernails will be kept trimmed and are not to extend past the fingertip.
-Sweep and mop your living area daily.
-Your bed is to be made and ready for inspection daily from 0700 – 1900 hours.
-Clean your sink, toilet bowl, and shower area daily.
-Razors are available for use on Sunday, Wednesday, and Friday mornings.
-Notify Corrections Staff if you believe anyone has any form of body vermin.
-Be dressed in Jail pants and wearing a shirt at all times that you are out of your bed or out of your room if in individual cells.
-The making or hanging of clothes lines is prohibited in the Jail.
-No hanging of sheets, blankets, uniforms or anything else on bunks that obstructs the view of the entire module is allowed.
-The wearing of headwear of any kind is prohibited inside the Jail.
-Exercising is not an excuse to not be wearing Jail issued pants.
-No saving of food between meals. Food that is not eaten at meal time will be returned on the meal tray.
-Any Pizza not consumed by the time the boxes and popcorn tubs are picked up will be returned.
-Commissary food items can be kept as long as it does not go bad or become a health hazard.

SUPPLIES

During the booking process each inmate will be issued a blue tub that contains 1 blanket, 2 sheets, 1 towel, 1 Spork, 1 bowl and 1 cup that all must be returned prior to release. Also included in the tub will be 1 flex pen, 1 toothbrush, 1 comb, 1 tube of toothpaste and 1 bottle of soap/shampoo. These items are considered disposable and are available from the supply cart.

Friday the cart is available to the Downstairs housing units. Wednesday the cart is available to the Upstairs housing units.

LAUNDRY

Linen exchange is done on a weekly basis within the Jail. It is done each day on a rotating basis by housing unit. During linen exchange each inmate will have the opportunity to exchange uniform top and bottoms, sheets, and towels. The first linen exchange of each month will also include the opportunity to exchange blankets. **Failure to exchange your linen during the prescribed exchange period will result in forfeiture of that opportunity for that exchange. Inmates are also encouraged to make sure they have the correct sizes at the time of exchange as Staff will not return to trade out uniforms.**

The schedule for linen exchange is:

Sunday	**L & M**
Monday	**A B & C**
Tuesday	**D & E**
Wednesday	**F**
Thursday	**G & HOLDING**
Friday	**H I & J**
Saturday	**K**

Personal laundry is done on a daily basis. Each Inmate is responsible to have his personal laundry in the laundry bag before it is picked up around 0700 hours each morning. The bag will be returned each evening around 1900. **Your Jail issued towel does not go into the laundry bag. If you do this your towel will not be returned.**

If any items are missing from the laundry bag at the time it is returned an Inmate will need to fill out a kite listing what is missing and the description (example; one white sock with the initials "KM").

COMMISSARY

Commissary is offered on a weekly basis. A list of items offered and prices associated with each item is available upon request of a kite. Commissary ordering will be completed using the phone system. Normal delivery for Commissary is each Wednesday afternoon.

Commissary is done through a contract company that sets its delivery schedules and therefore may change without notice. Also, ordering may be required to be completed early and delivery may be delayed due to holidays. In this event Staff will make every effort to notify Inmates of this prior to it happening.

Once commissary has been ordered it may not be cancelled and it will not be refunded. If you are released before it is delivered the Jail will hold left commissary for 7 days. An Inmate may return at any time during these 7 days to claim their commissary.

HAIRCUTS

Hair Clippers will be provided to the Module on the first Sunday of each Month. Inmates are responsible for doing their own haircuts or having a fellow Inmate from their Module assist them. Any damaged or missing parts will result in the loss of the Hair Clipper privilege for a period of time to be determined by the responsible officer.

INSPECTIONS

Inspections will be conducted in Okanogan County Jail on a regular basis to ensure a safe and clean living environment. The grading of the overall inspection score will be posted in each module for your review. The occupants of a module are collectively responsible for the success or failure of the inspection process. Cooperation, compliance with Jail rules, and the attitude of the Inmates during the week also factors into the inspection scoring process.

RELIGIOUS SERVICES

Some religious services are on a rotation. When it is your module's opportunity to attend you will be notified. Some services are by invitation through the use of kites requesting permission to attend. Any disruption in the service may result in your ability to attend to be revoked. You may still request a one on one service with the Jail Chaplain by submitting a kite.

Inmates may be placed on a "No Inmate Services" list due to disciplinary issues, assaultive conduct or behavior, no contact orders (court ordered or Jail keep separate orders), or for reasons of classification. Again, you may still request a one on one service with the Jail Chaplain by submitting a kite.

INMATE TRUSTEE PROGRAM

Much of the work around the Jail is performed by Inmate workers or Trustees. Application for Trustee is done by submitting a Kite to the Trustee Coordinator requesting to be put to work. All prospective Trustee workers must obtain medical clearance from the Jail Medical provider prior to going to work and submit a "clean" UA. Violation of Jail rules, sentencing restrictions, crimes charged or poor attitudes can and / or will result in removal of trustee status or prevent someone from achieving such status.

INMATE RULES OF CONDUCT

All Inmates of the Okanogan County Jail are responsible for their own actions and behavior while in the custody of the Jail. All Inmates are expected to follow all standards of conduct **and any stated commands given by Staff**. Failure to do so will result in disciplinary action against the offending Inmate. The following list is intended to provide guidance to the "nature" of infractions and level of seriousness**. Offenses not listed are not excluded from sanctions or disciplinary action if deemed appropriate by Staff.** Additionally, a totality of the violation can factor into an offense (for example tampering with safety lights by covering them with newspaper constitutes a minor infraction, but coating the light with toothpaste and newspaper may constitute a major infraction due to the aggravating factor of extra time and effort to undo the violation). **Infractions are not all inclusive. Any action deemed a threat to the safety and security of the facility or to any individual may be an infraction.**

GENERAL/MINOR INFRACTIONS

- Lying to a Staff member.
- Being present in an unauthorized area.
- Intentional failure to follow safety or sanitary practices.
- Smoking.
- Possessing money or currency.
- Loaning of property for profit.
- Gambling for profit.
- Possession of anything not authorized for retention or receipt by an Inmate and not issued to him/her by regular institutional channels.
- Refusing to obey a lawful order of any Staff member or failing to perform work as instructed by a Staff member when capable of doing it.
- Not being dressed in proper Jail uniform when outside your room or bunk.
- Failure to practice proper hygiene or maintenance of ones living area.
- Unauthorized contact or communication with any Inmate or any person outside the Jail's confinement.
- Covering lights with any kind of material, removing light bulbs from lights or tampering with lights in any way.
- Profane or obscene language towards Staff or other Inmates. Catcalls, whistles, insulting remarks directed towards others, banging on the windows.

Attempting to commit any of the above offenses or aiding another to commit any of the above offenses shall be considered the same as having committed the offense.

SANCTIONS ASSOCIATED WITH MINOR INFRACTIONS

Any Corrections Staff that believes an Inmate committed a minor infraction may impose any of the following on-site adjustments or sanctions.

- Reprimand by verbal warning.
- Loss of television, Paytel Tablet privileges or commissary privileges.
- Early lockdown.
- Cell confinement for up to 72 hours per infraction.
- Loss of trustee status if applicable.

The length of time associated with each infraction and corresponding sanction will increase with the severity of the infraction and the history of the Inmate.

MAJOR INFRACTIONS

- Committing or assisting a homicide.
- Assisting in a suicide.
- Assaulting any person.
- Extortion, blackmail, demanding or receiving money or anything of value in return for protection against others, or under the threat of informing.
- Engaging in forced or coercive sexual acts with others.
- Holding of a hostage.
- Violation of conditions of furlough.
- Escape or attempt to escape.
- Lying to the hearing committee.
- Lying to Staff with the intention of causing another to be disciplined in any way.
- Intentionally or recklessly destroying or damaging County property or the property of another person.
- Setting a fire.
- Stealing or knowingly possessing stolen property.
- Tampering with any security device within the Jail.
- Possession or introduction of an explosive or any ammunition.
- Possession of any form of weapon whether homemade or one of original design within the confines of the Jail.
- Possession, introduction, transfer or use of any narcotics, or a controlled substance; or possession, transfer or use of any intoxicant or drug not prescribed, or authorized, for the resident, or for the resident to whom transferred, if applicable by the Medical Staff.
- Being intoxicated or under the influence, of an unauthorized drug, narcotic, or controlled substance.
- Unauthorized possession of any part of an Officer's or Staff Member's clothing.
- Rioting.
- Counterfeiting, forging or reproduction of document, article of identification, money security or official papers.
- Making intoxicants, controlled substances, or narcotics.
- The making of any type of propelling article (example sling or slingshot).
- Fighting.
- Threatening another with bodily harm or any offense against person or property.
- Tattooing/Possession tattooing devices.

SANCTIONS FOR MAJOR INFRACTIONS

An Inmate may be punished for a Major Infraction by using any one or combination of the following sanctions.

- Denial of commissary for a period not to exceed 2 ordering cycles per violation.
- Loss of good time.
- One or more sanction available for minor infractions.
- Placing the Inmate on Administrative lockdown status.
- Filing of new criminal charges if applicable to the infraction committed.
- Assaults committed within the Jail will result in a minimum lockdown of 10 days for each participant.

PLEASE CONTROL YOUR BEHAVIOR

The best control of behavior is your own self-discipline. Failure to comply with the rules of the Jail or directives given by its Staff may result in progressive disciplinary action or a temporary revocation of privileges. Failure to assist with or give information about an investigation of any type in the Jail may also result in disciplinary action or a temporary revocation of privileges.

Also note that disciplinary action taken by the Jail Staff does not negate the possibility for criminal charges, court sanctions or Department of Corrections sanctions. Keep in mind that if you violate the law you have also violated the rules of the facility and you may find yourself locked down with new charges!

GRIEVANCES AND/OR COMPLAINTS

Inmate grievances against Jail procedure or Staff performance are to be filed on an Okanogan County Jail Grievance form, through the Paytel Tablet. Grievances will be filed with the Jail Sergeants or Chief Corrections Deputy for review and completion. Grievances must be filed within 72 hours of the alleged action.

Response to the grievance will be replied to in a timely manner with the resolution to the grievance on the form. Many complaints can be resolved simply by stating your complaint on a kite and submitting it to Staff for resolution. This course of resolution should be attempted before a grievance can be filed.

CURRENT APPROVED OKANOGAN COUNTY BONDING AGENCIES

A+ BAIL BONDS	509-422-3900
AA FAST BAIL BONDS	509-766-2255
A-ACE	360-734-6000/509-428-4343
A-AFFORDABLE	509-663-3300/1-888-695-8950/509-826-5025
SCHROEDER	509-665-6666
ARNOLDS	360-876-1008 (NO COLLECT)
LIBERTY	360-501-4277